

**Maine EMS Examination Committee Meeting
Tuesday, February 18, 2003
Maine EMS Library, Augusta**

Minutes

Present: J. Vaniotis – Chair, R. Doughty, D. Gilman, T. Norsworthy, T. Coleman, J. LeBrun

Absent: B. Hawkes, G. Utgard, K. Roderick

Staff: D. White

Guests: Don Wade, Kyle Bates

1. Call To Order - The meeting was called to order at 9:45 a.m.

D. White informed the committee that a press conference with Senator Susan Collins was to be held at 10:30 a.m. regarding the Rural AED Grant of which she was a sponsor. Maine EMS has received 178 AEDs as a result of this grant.

Committee consensus was to take a break from the meeting at 10:30 a.m. so that members could attend the press conference.

A. Introductions

Don Wade and Kyle Bates were introduced to the committee. Don is the clinical coordinator for the Northeastern Maine EMS office and Kyle has been hired by Eastern Maine Technical College (EMTC) as its Paramedic program coordinator.

B. Assign Timekeeper – J. LeBrun

C. Additions/Deletions to the Agenda

- Student Handbook (White)
- Missing Exam Booklet (White)
- Next Steps (White)
- Inclement Weather (White)

G. Utgard and K. Roderick notified staff that they would be unable to attend the meeting.

2. Minutes – December 17, 2002, meeting minutes - review for acceptance



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
16 EDISON DRIVE
AUGUSTA, MAINE
04330

MICHAEL F. KELLY
COMMISSIONER

The minutes of the December 17, 2002, meeting minutes were reviewed
ANGUS STANLEY JR.
GOVERNOR

JAY BRADSHAW
DIRECTOR

Motion: To accept the minutes of the December 17, 2002, meeting. (LeBrun;Coleman - motion carries).

3. Old Business

A. Exam Administration Manual (EAM)

D. White distributed copies of the EAM text and asked that members review and make comments by at least 1 week prior to the next meeting.

The text and appendices are being worked on for inclusion in a CD to go to all committee members prior to the manual being placed on the web.

Part of instituting the new manual will be to use the new combined Exam Application/ EMS Licensure form. Staff will present it to the Ops Team for final adoption, prior to the changes taking place.

B. SMTTC Comparison of Intermediate Exams – Tabled

C. Old Business – Other – Student Handbook

With the impending completion of the EAM, D. White asked the committee's opinion on how to proceed with the Student Handbook. The handbook is envisioned as containing educational and examination information for students in an EMS licensure program. It will be web-based to allow for consistency and ease in editing. The handbook may include, but not be limited to:

- Letter from the Director
- Americans With Disabilities Act (ADA) information
- Clinical Behavioral Objectives
- Criminal Conviction Information
- Maine EMS Functional Position Description
- Practical and Written Exam Information (currently contained in the exam application)
- Preceptor Information

There was also discussion about the statement that each student would sign acknowledging that they had the opportunity to review the information and ask questions about its content. D. Gilman indicated that he will provide sample language based upon similar documents used in his profession.

Consensus was to bring the matter to the Ops Team as it was felt that the handbook, while containing exam materials, should not be the primary responsibility of the Exam Committee.

The Committee felt that the handbook should be ready for use for the fall 2003 courses.

The Student Handbook will be placed on next month's agenda.

4. New Business - Additions to the Agenda –

A. Missing Exam Booklet

D. White reported that during a routine inventory, the Northeastern Maine EMS office in Bangor discovered that an exam booklet was missing. Notifications have been made to the appropriate agencies and written exams have been discontinued until such time as new exam booklets are available.

Maine EMS is developing an exam accountability sheet to be used by Exam Proctors to account for exams and request reimbursement for administration.

B. Next Steps

Staff asked about the committee's direction now that the EAM is nearing completion.

Ideas included:

- Send out the minutes from the last exam committee retreat for review
- Review/revise the Powerpoint presentation for examiners created by Bill Zito from the Mid Coast EMS Office in order to make it a standardized Maine EMS program.
- Exam Administrator training.
- Analyze practical exams – are we testing what we should be?
- Analyze written exams – Is NREMT working for Maine? Are there reliability and validity studies and difficulty studies available for scrutiny?

Discussion ensued about the written exams, including pros and cons of using the National Registry of EMT (NREMT) vs. some other source. Members expressed concern about the validity of exams and the high fail rates being experienced by persons taking the NREMT exams. J. LeBrun stated that it's time to review the use of the NREMT exam since no review has been done since its inception in Maine in 1996.

There was also discussion about bringing the issues to the Board to see what the Board wishes of the committee.

A discussion of exams and next steps for the committee will be on the March 2003 agenda.

C. Inclement Weather

The committee established a deadline for canceling a meeting due to inclement weather. Staff will consult with the chair and a decision will be made and communicated to members by no later than 5 p.m. on the day preceding the meeting.

5. Next Meeting

The next meeting will be held on March 18, 2003.

A. Set Agenda - Next agenda to include:

- ♦ Exam Administration Manual
- ♦ SMTC Comparison of Intermediate Exams
- ♦ Student Handbook
- ♦ Next Steps
 - Exams Written Exam Review
 - Examiner Training
 - Exam Administrator Training
 - Other

6. Adjournment - The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Drexell White